

Introduction

This guide is intended for Business Reviewers when reviewing a supplier invoice with no Purchase Order (PO).

As a Business Reviewer, you will be asked to validate the invoice details, department & project code (coding) and confirm the goods/services have been received. The invoice will then be workflowed to a Financial Delegate for approval.

Access to Kofax

You can access Kofax in the following ways;

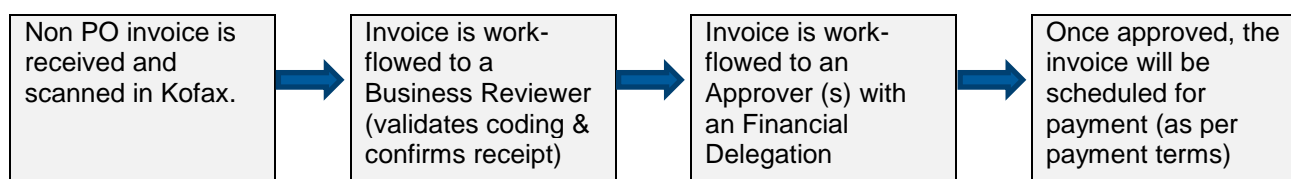
- Click the link in the system generated email sent to you when an invoice has been sent to you to action, or
- Click on the Kofax button on the Finance & Procurement Services [homepage](#) or
- Click on the Kofax tile in the Finance System.

However if you are travelling or not on the University network:

- Please visit ITDS website to set up the [ADAPT](#) and/or [VPN](#) to access Kofax
- Alternatively, please nominate an alternative user in advance to action on your behalf ([link](#))

Procedure

Non-PO supplier invoice process



From your **Work Queue**, click on the invoice link you would like to action.

Activity Name	Reference Number	Invoice Type	Supplier ID	Supplier Name	Invoice Number	PO Number	Inv Date	Inv Due Date	Total Amount	Currency
Business Review	K0003566	Non-PO Invoice	0000003010	Australian Genome Research Facility	S1087271TEST		31/1/2019	28/2/2019	1411.41	AUD

Kofax Business Reviewer – Invoices with no Purchase Order

You will be required to review:

1. the invoice image to verify if the charges on the invoice have been issued correctly
2. the account code – this is entered centrally by Accounts Payable, however you have the option to amend if necessary
3. enter (see below) or review the coding in the distribution line(s), noting that the dept. code and project code must be a valid combination

NOTE: If the invoice relates to a Purchase Order – jump to page 3

Non-PO Invoice has been received from 0000003010 - Australian Genome Research Facility for 1,411.41 AUD dated 31/01/2019

Please review the account distribution lines for completeness and correctness. To complete/amend a distribution line click on a row from the 'Account Distribution' tab and click 'Update'. Workflow recipients can be reviewed and amended from the 'Workflow' tab below.

Click Complete if the goods and/or services have been received as charged.

Invoice Reference: K0003566 Invoice Number: S1087271TEST Excl Amount: 1,283.10 GST Amount: 128.31 Incl Amount: 1,411.41 AUD

Description	Account	Account Description	Dept	Project	Project Description	Excl GST	Tax Code	GST
Controlled environment room rental	2741	Equipment Rental	141	15888888	AP_WORKFLOW	1,283.10	10% GST	128.31

Remaining Balance: 0.00

Buttons: Import CSV, Add, Update, Delete

Comments: [Text Area]

Pushback: [Dropdown]

Buttons: Pushback, Complete, Return to Work Queue

Tax Invoice

Customer No.: C02000 Australian Genome Research Facility Ltd
ABN 6370796252

Amount Payable: \$1,411.41

Due Date: 02 March 2019

Invoice No.: S1087271

Level 5 Gellermann Laboratories
Research Rd, University of Queensland
ST LUCA QLD 4072
Ph: +61 7 3346 9779
www.agrf.org.au

Customer Details		Invoice Details	
Attn: Andrea Spedding	University of Adelaide	Issue Date: 31 January 2019	Terms: Net 30 days
Agriculture, Food and Wine	Accounts Payable	Email: france@agrf.org.au	Contract ID: CAGR1674
North Terrace		Payment Reference: Not provided to AGRF	

Description	Quantity	Unit Amount	Total Price
Controlled environment room rental (CER1)	1	1,283.10	\$1,283.10
January 2019			
Total AUD			\$1,283.10
10% GST			\$128.31
Total AUD incl. GST			\$1,411.41

Please Note: No statements will be issued

Remittance Advice

Customer No.:	Invoice No.:	Payment Reference	Amount Payable:
C02000	S1087271	Not provided to AGRF	\$1,411.41

Preferred Payment Method
Electronic Funds Transfer (EFT)
BSB: 064 100 Account: 1034 3376
Account: 4034 3376

Alternative Payment Method 1
Check Payable to Australian Genome Research Facility

Alternative Payment Method 2

If you need to enter or amend the coding:

- a) Click on the individual line to highlight it, the line above will then populate enabling you to amend or complete the coding. You can also update the description if necessary to something more relevant to your reporting needs (this will show in ORBIT*)
- b) Click the **Update** button.

Invoice Reference: K0003566 Invoice Number: S1087271TEST Excl Amount: 1,283.10 GST Amount: 128.31 Incl Amount: 1,411.41 AUD

Account Distribution Workflow Recently Coded Attachments History

Description	Account	Account Description	Dept	Project	Project Description	Excl GST	Tax Code	GST
Controlled environment room rental	2741	Equipment Rental	141	15888888	AP_WORKFLOW	1,283.10	10% GST	128.31

Remaining Balance: 0.00

Buttons: Import CSV, Add, Update, Delete

*Orbit is a reporting tool, providing financial management of research and non-research projects.

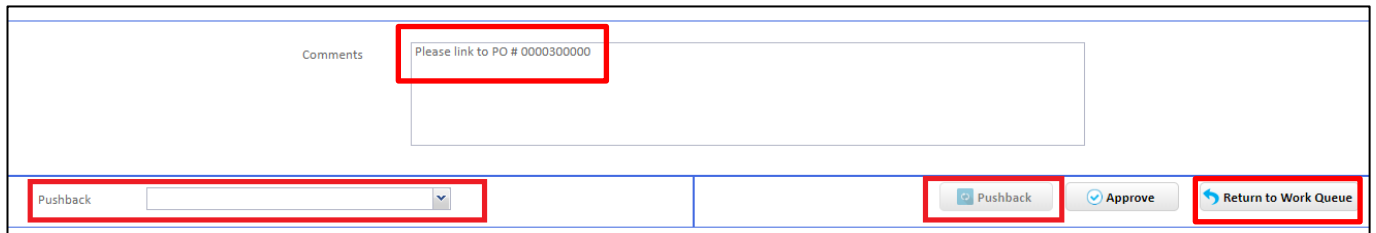
4. Once you have reviewed the invoice image, confirmed the coding and that the goods/services have been delivered or provided, click the **Complete** button.
5. The invoice will then be workflowed to a financial delegate for approval.

NOTE: the workflow path will be pre-set by Accounts Payable but as a Business Reviewer, you have the option to amend as necessary. Refer to the separate guide for instructions on how to do this.

Purchase Order related invoices

If your invoice relates to a Purchase Order - enter the PO number in the Comments box, select AP Processor from the **Pushback dropdown** list and click the **Pushback** button.

Do not amend any information as this will be lost. The pushback method should also be used when the invoice is not for you.



The screenshot shows a web interface for invoice review. At the top, there is a 'Comments' section with a text input field containing the text 'Please link to PO # 0000300000'. Below this, there is a 'Pushback' dropdown menu. To the right of the dropdown, there are three buttons: 'Pushback' (with a blue icon), 'Approve' (with a green checkmark icon), and 'Return to Work Queue' (with a blue circular arrow icon). Red boxes highlight the comments field, the dropdown menu, and the three buttons.

Clicking on the **Return to Work Queue** button takes you back to your Work Queue landing page.

Related Quick Reference Guides

For other quick reference guides and FAQ's, visit the [Payables Online Resources webpage](#).

Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au